

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2600 LEGAL SECRETARY I
MONTHLY SALARY: \$2899 to \$3499**

**#T2601 LEGAL SECRETARY II
MONTHLY SALARY: \$3501 to \$4235**

***APPLICATION FILING PERIOD: FIRST DATE: May 19, 2006**

LAST DATE: June 23, 2006

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

***NOTES:**

1. These positions receive \$5575 in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity, and offers 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement. Benefits currently offered to employees may be subject to future modifications.
2. The current vacancies are in the City of San Diego Attorney's Office, **Civil Division**.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise specified.

EXPERIENCE:

LEGAL SECRETARY I: Three years of full-time clerical support experience, **which must include one year of experience performing clerical support in a law firm, corporate legal office, or public entity legal office.**

LEGAL SECRETARY II: Three years of full-time experience performing clerical support in a private law firm, corporate legal office, or public entity legal office, **which must include one year of experience performing a full range of LEGAL SECRETARIAL duties.** Qualifying legal secretarial duties **MUST** include the preparation of pleadings, briefs, discovery requests, and other legal correspondence.

NOTES:

1. Current City of San Diego employees using Out-of-Class (OCA) legal secretarial duties to qualify, must submit written documentation signed by their supervisor or payroll clerk, detailing the work you performed, dates, and total OCA hours.
2. Satisfactory completion of a legal secretarial curriculum from a recognized community or business college may be substituted for one year of the required "clerical support" experience in a private law firm, corporate legal office, or public entity legal office; but **cannot be used to satisfy the one year of performing "legal secretarial" duties.** Proof of curriculum completion must be submitted with your application.

TYPING SKILLS: The ability to type at a minimum corrected speed of **50 words per minute** on a typewriter or computer keyboard is required. You must submit an **ORIGINAL** (NO photocopies) typing certificate issued under International Typing Contest Rules which specifies the net and gross speed, total number of errors (which must **not** exceed five errors), and that the test was five minutes or longer. **WAIVER:** If you have current/prior City of San Diego employment in a job classification which meets or exceeds the minimum typing requirement, you do **not** need to submit a typing certificate as described above.

Typing tests are given at, but you are not limited to, the following locations:

(Contact individual centers for further information.)

1. **Centre City (1400 Park Blvd):** (619) 388-4600
2. **Cesar Chavez Campus:** (619) 230-2895
3. **ECC (Educational Cultural Complex):** (619) 388-4956
4. **Mid-City Campus:** (619) 388-4500
5. **Mid-City/Navajo Campus:** (619) 388-4500
6. **North City/Miramar Campus:** (619) 388-1800
7. **North City /Linda Vista Presbyterian Church:** (619) 388-1800
8. **West City/Point Loma Campus:** (619) 221-6973

DUTIES: Legal Secretary I and II prepare and process a wide variety of legal documents which include processing summons, complaints, answers, points and authorities, discovery requests, and responses, briefs, writs, orders, subpoenas, ordinances, resolutions, contracts, agreements, and reports to Council and Committees; compose and type legal documents; prepare case settlements; schedule and arrange depositions; establish and maintain case files, records and indexes; document reference and background information; and perform other duties as assigned. **Legal Secretary II** perform the full range of legal secretarial duties that also include the following: prepare the more complex legal documents; verify legal references; and schedule and prioritize a wide variety of events in accordance with specific rules and procedures mandated by the courts and City Attorney's Office.

LICENSE: A valid California Class C Driver's License **may be required at the time of hire.**

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Separate eligible lists will be established for **Legal Secretary I** and **Legal Secretary II**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/July 29, 2005/*Rev. 1 (05-19-06)/Classes: 1379;1577

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER